

The Monticello-Union Township Public Library Board of Trustees will meet Monday, September 11, at 5 pm in the library. The public hearing for the library budget will be at 4:45 pm followed by the regularly scheduled meeting.

September 2023 Board of Trustees Agenda

Call to Order	President Action
Approval of Agenda	President Action
Approval of Minutes	President Action
Business and Finance	
Treasurer Report/August claims	President Action
Director's Report	
Old Business	
Building Plans	Discussion
New Business	
President's Comments	
Comments from Staff/Public	
Adjournment	

The next regular board meeting will be held on Monday, October 9, 2023, at 5 pm, in the library.

The Monticello Union Township Public Library Board of Trustees met in regular session in the library program room on Monday, August 14, 2023, at 5 p.m. Present were Director Candace Wells, Treasurer/Bookkeeper Sharon Bail, and trustees Tom Fletcher, Tom Herman, Don Osten, Jo Piatt, Teresa Puterbaugh, and Emily Thacker. Trustee Jamie McKean was absent.

Call to Order/Approval of Agenda – President Don Osten called the meeting to order at 5:00 p.m. The agenda was then approved as presented as moved by Jo Piatt and seconded by Emily Thacker.

Approval of the Minutes – The minutes of the July 10, 2023, meeting were approved as presented as moved by Tom Herman and seconded by Teresa Puterbaugh.

Business & Finance: Treasurer Report/Claims – Treasurer/Bookkeeper Sharon Bail noted our current Operating Fund balance and its comparison with that of July of 2022. She reminded trustees that the vote on advertising the proposed 2024 Operating Budget is on the agenda tonight (see NB), noting that we do have the necessary quorum present. Sharon informed the board of one adjustment in the 2024 budget: an increase in the Broadway Art Show funding from \$1,000 to \$2,000, the first increase in ten (10) years (money transferred from LIRF - \$500 and Rainy Day Fund - \$500 to make up this increase). This led to brief general discussion of this year's art show held on July 28-29, 2023. Final profit totals from it will be completed soon. Sharon also explained that payments for the new front ramp, the novelist programming, and the art show expenses accounted for the rise in total claims this month. After reviewing claims from 7/1/23 to 7/31/23, Jo moved and Tom Herman seconded approving the financial report and July claims of \$78,436.67, and the motion carried.

Director's Report – Before presenting her own July report, Candace said that traffic in the building is again up, and that staff discussions on the building project are ongoing.

- **Meetings & Workshops** – Candace highlighted her main meetings this month as follows: 1) Meeting with Police Chief Jeremy Kyburz with Youth Services Manager Tammy Criminger for introductions and to discuss future training for staff members. 2) SOMA (Streets of Monticello Association) regular board meeting and committee meetings, plus volunteered for the July 14 golf outing, plus planning fall events and developing historic markers for downtown Monticello. 3) Budget DLGF Workshop with Bookkeeper/Treasurer Sharon Bail with our representative to discuss the 2024 budget and future building plans, and to plan a virtual meeting with the Baker Tilly team on budget concerns. 4) Two meetings with the Lancer Team - first, to decide on the design of the building with visiting Lancer architect Haneen Khader, and second, to go over the projected layout and cost.
- **Building & Grounds** – 1) Unfortunately, we have another AC unit not working in the nonfiction area. We will contact Chad Henricks from Patriot Heating and Cooling to inspect the unit and diagnose the problem. 2) Candace will be exploring adding camera servicing to our Mulhaupt's contract for alarms, etc., due to poor communication and overall response from R-Tech Solutions on a camera that wasn't operating. 3) Fresh Look cleaned windows both inside and out and power washed the main entrance before the art show. 4) Following our decision to no longer sell their products, the Pepsi Company picked up their pop machine.
- **Management** – Management met with the Lancer Architectural Associates team to discuss the building design and finalized tasks for the Broadway Art Show.

- **Broadway Art Show** – Attendance was good at this year’s show held on July 28 & 29, 2023. Over 100 patrons attended the Friday evening reception and over 500 people were here on Saturday. Fifty-four (54) artists showed their wares. Friday night’s refreshments and music, as well as the beautiful artwork, generated compliments and appreciation for the event. Publicity and Programming Aide Rachel Cudworth coordinated promotional materials, and Tom Fletcher and Tom Herman helped install her Blasted Works banners in the community. Friends members and staff also helped get the word out. Candace is planning a smaller holiday art show in conjunction with the Friends’ Christmas Book Sale on November 17 & 18, 2023.
- **Story Walk** – Tammy and Candace have chosen the sites for the book page displays along the walk trail at the park. We are now basically waiting for Mitch Billue (with the help of Kiwanis) to install the frames.

Old Business – Proposed Building Plans: Candace led trustees through the handout of the proposed plan for the building. She explained the changes and additions, especially in the staff areas. Considerable discussion arose about the current roof issues as well as the expense of the proposed project, and the timetable for all necessary steps. Candace has organized a special meeting, mostly virtual, with the Lancer team and Baker Tilly and Ice Miller representatives scheduled for Monday, 8/21/23, at 4 p.m. here at the library to discuss the overall process.

New Business – Trustees then addressed three (3) items of new business before adjourning.

1. **Advertising the 2024 Proposed Budget**: As moved by Emily and seconded by Jo, trustees approved advertising the proposed 2024 Operating Budget. **NOTE: As specified in the MUTPL 2023 Budget Calendar, on 9/11/23 at 4:45 p.m. MUTPL will hold a public hearing on the proposed 2024 Operating Budget. We must have a quorum present for this hearing. The regular September board meeting will follow at 5 p.m.**
2. **E-Rate Consortium Contract**: As moved by Jo and seconded by Tom Herman, the board approved once again joining the Indiana State Library Consortium for Public Library Internet Access. This will provide funding for July 1, 2024 through June 30, 2025.
3. **In-Service Training Closure**: As moved by Tom Herman and seconded by Teresa, trustees approved the Director’s Executive Recommendation to close the library for staff in-service training on Thursday, October 12, 2023. The day’s training will focus on specific concerns to help staff better serve the public.

President’s & Other Comments/Adjournment – Having no further business to come before the board, President Don Osten called for any final questions or comments. Candace reminded trustees of the special meeting with the Lancer team and representatives of Baker Tilly and Ice Miller next Monday, 8/21/23, at 4 p.m. here at the library (**minutes included**). The meeting then adjourned at 6:21 p.m. with no objections.

The MUTPL Board of Trustees will next meet in the library on Monday, **September 11, 2023, at 4:45 p.m. for the public hearing on the 2024 Operating Budget. We must have a quorum present for this hearing. The regular monthly meeting will follow at 5 p.m.**

Respectfully submitted,

Emily Thacker, Secretary